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Tender

## **Servicing and Maintenance of Air Handling Systems**

THE UNIVERSITY OF CHICHESTER

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-039891

Procurement identifier (OCID): ocds-h6vhtk-055b07

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### **Scope**

### **Reference**

TND-0001136

### **Description**

The university of Chichester has a requirement for a suitably qualified contractor to undertake maintenance and servicing of our Air Handling systems.

The University is located on two sites in West Sussex, one being the Bognor Regis Campus in Upper Road, Bognor Regis and other at the Bishop Otter Campus in College Lane, Chichester, plus Stockbridge E, Stockbridge Road, Chichester and other 'Managed' properties. It should be noted that the University operates a non-smoking policy.

Current Air Handling Systems Service Operations

The contract will operate for 52 weeks a year. Contractors are required to submit a

detailed programme and schedule for all periodic servicing of Air Handling Systems before the start of the contract year, to be agreed with the University

### Access Arrangements

Air Handling Systems Services normally take place between Monday and Friday after 0900 hours and before 1800 hours in all residential and communal areas

Arrangements for alterations to these times will be made by agreement with the Supervising Officer before commencing operations.

Entry to any building or student room is by appointment only, arranged by the Estate Management Department. The contractor is required to give the University's Estate Management Department 48 hours' notice minimum of its intention to carry out a service visit.

Full asset lists are available for each campus and are provided in Appendix 3 and 4. A full specification of works is available in Appendix 2.

Full details of our requirements are available in the tender documents.

All tender documents, Questions and Answers are open to all bidders. Please send your completed submission to the University by the closing date of 18 August 2025 at 10:00am, to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

Please note, we do not accept submissions via file transfer sites. [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

### **Total value (estimated)**

- £100,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 October 2025 to 30 September 2028

- Possible extension to 30 September 2030
- 5 years

Description of possible extension:

An option is included for a 24 month extension to the 3 year initial contract. This will be at the mutual agreement between parties.

## **Main procurement category**

Services

## **CPV classifications**

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 50720000 - Repair and maintenance services of central heating
- 50730000 - Repair and maintenance services of cooler groups

## **Contract locations**

- UKJ27 - West Sussex (South West)

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## **Participation**

### **This procurement is reserved for**

UK suppliers

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

11 August 2025, 4:00pm

### **Tender submission deadline**

18 August 2025, 10:00am

### **Submission address and any special instructions**

The tender document and any supporting documents should be submitted to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

Full details are available at <https://help.chi.ac.uk/tenders>

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Costs	Cost	40%
Coherence and clarity to the University's requirement	Quality	20%
Organisational experience and capability	Quality	15%
Health & Safety	Quality	15%
Compliance with the Social Value Model	Quality	10%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[Air Handling Support and Maintenance Tender Document.docx](#)

Main Tender Document including Appendix 1 and 2

[Appendix 3 - Asset Summary BOC 2025.pdf](#)

Appendix 3 - Asset Summary Chichester Campus

[Appendix 4 - Asset Summary BRC 2025.pdf](#)

Appendix 4 - Asset Summary Bognor Campus

[Appendix 5 - Contract.docx](#)

Appendix 5 - Proposed Contract

[Appendix 6 - SLAs and Requirements.docx](#)

Appendix 6 - SLAs and Requirements

## **Technical specifications to be met**

<https://help.chi.ac.uk/tenders>

The tender document and any supporting documents should be submitted to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

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## **Contracting authority**

### **THE UNIVERSITY OF CHICHESTER**

- Companies House: 04740553
- Public Procurement Organisation Number: PPPG-3697-WRBH

Bishop Otter Campus

Chichester

PO19 6PE

United Kingdom

Email: [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government